

**Contract Labour (Regulation & Abolition) Act, 1970 & Tamil Nadu**

**Contract Labour Rules, 1975**

**(PRINCIPAL EMPLOYER)**

**Particulars of the Establishment**

1	Name & location of the Establishment	
2	Name & full address of the principal employer	
3	Nature of Work	
4	No. and Date of Certificate of registration	
5	Amount of Registration Fee paid	
6	(I) No. of workmen employed directly on the date of inspection:	Male – Female – Total –
	(II) Maximum No. of workmen employed through Contractors on any day in the preceding 12 months:	Male – Female – Total –
	(III) No. of Contractors through whom Employed	
7	Name & address of the Principal Employer's representative present during inspection	

**PERTAING TO REGISTRATION /LICENCE**

1. Contract Labour numbering \_\_\_\_\_ were found employed on \_\_\_\_ /were employed during proceeding 12th months without obtaining valid certificate of Registration, [As per Section 7 read with Sec. 9.]
2. The following changes in respect of particulars specified in the Certificate of Registration have not been intimated at all/within the prescribed time limit to the Registering Officer, [As per Rule 18(4).]

### **PERTAINING TO NOTICES**

1. The notices showing the following were not displayed/amended in conspicuous places at the establishment. [As per Rule 81(1) (i).]
  - a. The Rates of Wages in English/Tamil.
  - b. The Hours of Work in English/Tamil.
  - c. The date of Payment in English/Tamil.
  - d. The Wage period in English/Tamil.
  - e. Names and addresses of the Inspectors having jurisdiction in English/Tamil.
  - f. Date of payment of un-paid wages in English/Tamil.
2. A copy each of the notice displayed has not been sent to the Inspector as required/the changes in the notices displayed have not been sent to the Inspector as required, [As per Rule 81(2).]

### **NOTICE OF COMMENCEMENT / COMPLETION**

1. Failed to intimate the date of commencement/completion in respect of the contractors engaged within 15 days of the commencement/completion of the work in Form VI B to the Inspector. [As per Rule 81(3)]

### **PERTAINING TO RETURNS**

1. Annual Return [in duplicate] for the year ending \_\_\_\_ was not submitted in Form XXV – [As per Rule 82(2)].
2. Annual Return [in duplicate] for the year ending \_\_\_\_ was not submitted within time limit i.e. before 15th Feb following the end of the year. [As per Rule 82(2).]

### **PERTAINING TO WAGES**

1. During Inspection of Contractor, Sri/M/s\_ at it is observed that Contractor failed to make payment of wages/paid less wages as per Annexure though the statutory time limit for payment of wages by the contractor to the contract labour has already lapsed. The PE also failed to make payment to the contract labour [As per Rule Sec.21 (4).]
2. The Principal Employer failed to ensure the presence of his authorized representative at the place and time of disbursement of wages to workmen by the Contractor.[As per Rule 72.]
3. Authorized representative of the Principal Employer has not recorded a Certificate under his signature as required under Rule, 72. [As per Rule, 73.]

**PERTAINING TO REGISTER AND RECORDS**

1. Register of contractors in Form XII has not been maintained at all/correctly. [As per Rule 74.]
2. The following registers and records required to be maintained under the Act or the Rules were not produced on demand, [As per Rule 80(4)]

**PERTAINING TO WELFARE AND HEALTH**

1. The Principal Employer failed to provide at all/failed to provide within time limit the following prescribed welfare amenities which the Contractor Shri/M/S\_\_\_\_\_ engaged in the work of\_\_\_\_\_failed to provide within the prescribed. [As per Sec 20(1) of the Act.]

**MEDICAL FACILITIES**

1. The Principal Employer failed to provide at all/failed to provide within time limit following prescribed health amenities which the Contractor Shri/M/S\_\_\_\_\_ engaged in the work of\_\_\_\_\_failed to provide originally.[As per Section 20(1) of the Act.]

**OBSTRUCTING THE INSPECTOR**

1. Obstructions were created in discharge of duties by the inspector/ Refusal or wilfully neglect was done to afford the inspector a reasonable facility for making inspection, examination, inquiry or investigation. [As per Section 22.]

**Other Irregularities**

\_\_\_\_\_  
\_\_\_\_\_

**Contract Labour (Regulation & Abolition) Act, 1970 & Tamil Nadu  
Rules, 1975 (CONTRACTOR)**

**Particulars of the Contractor**

1	Name & Location of Contract work:-	
2	Name & Present address of the Contractor(S).	
3	Nature of work in which Contract Labour is Employed	
4	Permanent address of the Contractor:-	
5	Date of Commencement of the Contract work:-	
6	Probable date of Completion of the contract Work	
7	No. of workers employed on the date of inspection	Male-    Female-    Total-
8	Max. No. of workman employed on any date in the preceding 12 months	Male-    Female-    Total-
9	No. & date of Licence	
10	Amount of Licence fee paid	
11	Amount paid as Security:	
12	Name & address of the P.E.	
13	No. & date of the Certificate of Regd. Of the Principal Employer.	
14	Name, Designation and address of the person responsible for supervision and Control of the Contractor's estt.	As at Sl. No. 12
15	Name, Designation & address of the Contractor's Representative present During Inspection.	
16	Registers, Records and documents checked.	

### **PERTAINING TO REGISTRATION/LICENCE**

1. Executing contract work through contract labour numbering ----- with effect from ----- /during the period ----- to without obtaining a license. [As per Sec12 (1).]
2. Executing Contract work through contract labour numbering ..... on ..... which exceeds the maximum number specified in the license i.e..... [As per Rule, 25(2) (ii).]

### **PERTAINING TO NOTICES**

1. The notices showing the following were not displayed/amended [As per Rule 81(1) (i).]
  - a. The Rates of Wages in English/Tamil.
  - b. The Hours of Work in English/Tamil.
  - c. The date of Payment in English/Tamil.
  - d. The Wage period in English/Tamil.
  - e. Names and addresses of the Inspectors having jurisdiction in English/Tamil.
  - f. Date of payment of un-paid wages in English/Tamil.
- 2 (i) Copy of each of the notices displayed have not been sent to the Inspector [As per Rule, 81(2)]
  - (ii) Notices showing wage period and the place and time of disbursement of wages have not been displayed at the work place and a copy of the said notices has not been sent to the Principal Employer under acknowledgement. [As per Rule, 71.]
  - (iii) Copy of the license has not been displayed at the place of work. [As per Rule, 25(2)] read with condition of License (9).]

### **NOTIC OF COMMENCEMENT/COMPLETION**

1. Intimation about the Commencement/Completion of contract work has not been submitted to the Inspector in Form VI-A within 15 days. [As per Rule, .25(2) (vii).]

### **DISPLAY OF ABSTRACT OF ACT**

1. An abstract of Act & Rules in the Form approved by the CLC[C] has not been displayed in English/Tamil. [As per Rule, 79.]

### **PERTAINING TO RETURNS**

1. The Contractor failed to send half yearly return for the period \_\_\_\_\_ in form XXIV. [As per Rule 82(1)]

### **PERTAINING TO WAGES**

1. Contractor has not ensured the presence of the representative authorized by the Principal Employer at the time of the disbursement of wages. [As per Rule, 72.]
2. Contractor has not ensured the payment of wages to the contract labour before the expiry of 7th /10th day, after last day of the wage period in respect of which the wages are payable .i.e. ----- [As per Rule 65.]

### **PERTAINING TO REGISTER AND RECORDS**

1. Register of persons employed in Form XIII has not been maintained at all/  
Correctly [As per Rule, 75 read with Rule, 80(1).]
2. Following Registers have not been maintained at all/ correctly. [As per Rule 78]
  - i. Muster Roll in form XXVI
  - ii. Register of Wages in Form XXVII.
  - iii. Register of wages – cum – Muster Roll in form XVIII of the wage period is fortnight or less.
  - iv. Register of deduction for damage and loss in Form XX.
  - v. Register of fine in form XXI.
  - vi. Register of advance in form XXII.
  - vii. Register Overtime in Form XXIII.
3. [I] Contractor has not obtained the signature or thumb impression of the worker concerned against the entries relating to them on the Register of wages or Muster Roll – cum- Wage Register. [As per Rule 78(1) (C).]  
[ii] Contractor has not ensured the authentication of entries in Register of Wages or Muster Roll-cum-Wage Register by way of the initials of the contractor or his authorized representative [As per Rule 78(1) (C).]

### **PERTAINING TO WELFARE AND HEALTH**

1. Welfare facilities regarding whole some drinking water, Latrine and Urinals and washing facilities has not been provided. [As per Section.18 Read with Rule, 40 & 51 to 57.]
2. The contractor did not provide crèche facility though 50 or more women are employed as contract labour or did not provide within 50 meters of the establishment. [As per Rule 25(2) (VI)]
3. The contractor failed to provide canteen facility though 100 or more contract labours are employed in the establishment in which the work is likely to continue for six months or more within 60 days of the commencement of the employment. [As per Rule 42.]
4. The contractor failed to provide rest-rooms to contract labours that are required to halt at

night in connection with the working of the establishment and the employment of migrant workmen is likely to continue for three months or more within 15 days of the commencement of employment in the establishment. [As per Rule 41.]

**MEDICAL FACILITIES**

1. First Aid facilities have not been provided as per specification laid down under Rule – [As per Section 19 read with Rules, 58 to 62.]

**PERTAINING TO WORKING CONDITION**

1. Contractor has not issued Employment Card in Form XIV to each worker within three days of his employment. [As per Rule, 76(i).]
2. Employment Card has not been maintained up to date and any change in particulars etc. has not been entered therein. [As per Rule, 76(ii).]

**SERVICE CERTIFICATE**

1. The contractor has not issued service certificate in Form XV to the workman whose services have been terminated. [As per Rule 77.]

**WAGE SLIP/WAGE BOOK**

1. Wage slips in Form XIX are not being issued to the workmen at least a day prior to the disbursement of wages although wage period is more than a week, [As per Rule, 78(1) (b).]

**SIMILAIR WAGES FOR SAME AND SIMILAIR KIND OF WORK**

1. It is observed that the workmen employed by the contractor perform the same or similar kind of work as the workmen directly employed by the Principal employer of the establishment, but the wage rates, holidays, hours of work and other conditions of service of the workmen or the contractor are not the same as applicable to the workmen directly employed by the Principal Employer of the establishment on the same or similar kind of work. [As per Rule 25(2) (v) (a)]

		Contract labour	Direct workmen
1.	Wage rates		
2.	holidays		
3.	Hours of work		
4.	Other conditions of service		

**OBSTRUCTING THE INSPECTOR**

1. Obstructions were created in discharge of duties by the inspector/ Refusal or willfully neglect was done to afford the inspector a reasonable facility for making inspection, examination, inquiry or investigation. [As per Section 22.]

**Other irregularities**

**3(a) Inter-State Migrant Workmen (Regulation of Employment & Conditions of Services) Act, 1979 & Tamilnadu**  
**Rules, 1983**  
**(PRINCIPAL EMPLOYER)**

**Particulars of the Establishment**

1	Name & location of the Establishment.	
2	Name & full address of the principal employer	
3	Nature of Work	
4	No. and Date of Certificate of registration	
5	Amount of Registration Fee paid	
6	(I) No. of workmen employed directly on the date of inspection:	Male – Female – Total –
	(II) Maximum No. of workmen employed through Contractors on any day in the preceding 12 months:	Male – Female – Total –
	(III) No. of Contractors through whom Employed	
7	Name & address of the Principal Employer's representative present during inspection	



### **PERTAINING TO REGISTRATION/ LICENCE**

1. Interstate Migrant workmen numbering 5 or more are employed/were employed during the proceeding 12th months without obtaining a valid certificate of Registration. [As per Section 6]
2. The following changes in respect of particulars specified in the Certificate of Registration have not been intimated at all/within the prescribed time limit to the Registering Officer, [As per Rule 4(4).]
  - (a)
  - (b)

### **PERTAINING TO NOTICES**

1. A Notice showing the wage period, place and time of disbursement of wages was not displayed at the place of work and its copy not sent by the contractor to the Principal Employer under acknowledgement.[As per Rule 33.]
2. Notices showing the rates of wages, hours of work, wage period, dates of payment of wages, name and addresses of Inspectors having jurisdiction and date of payment of unpaid wages were not displayed at a conspicuous place at the establishment/ work site in Tamil, English & language understood by majority of workers,[ As per Rule 55(1)(a).]
3. A Copy of the license has not been displayed prominently at the premises where Migrant workmen are employed. [As per Rule 11(2) (xii)]

### **DISPLAY OF ABSTRACT OF ACT**

1. An abstract of the Rules was not displayed in Tamil, English & language spoken by the majority of the migrant workmen, [As per Rule 54]

### **PERTAINING TO RETURNS**

1. Annual Return (in duplicate) for the year ending was not submitted in Form XXIV within time limit i.e. before 15th Feb following the end of the year. [As per Rule 56(2).]

### **PERTAINING TO WAGES**

1. During Inspection of Contractor, Sri/ M/s -----at----- it is observed that Contractor failed to make payment of wages/paid less wages as per Annexure though the statutory time limit for payment of wages by the contractor to the migrant workmen has already lapsed. The PE also failed to make the payment to the migrant workmen [As per Section 17 (4).]
2. The Principal Employer failed to ensure the presence of his authorized representative at the place and time of disbursement of wages to workmen paid by the Contractor. [As per Section 17(2) read with rule 34.]
3. Authorized representative of the Principal Employer has not recorded a Certificate under his signature as required [As per Section 17(2) read with rule 35.]
4. PE failed to make the payment of the displacement allowance to the migrant workmen in the event of failure of the Contractor to make such payment as required under Section 14. [As per Section 18.]

5. PE failed to make the payment of the journey allowance to the migrant workmen in the event of failure of the Contractor to make such payment as required under Section 15[As per Section 18.]

### **PERTAINING TO REGISTER AND RECORDS**

1. Register of contractors in Form XII has not been maintained at all/ correctly.  
[As per Rule 48.]
2. Register of Migrant Workmen in Form XIII has not been maintained at all/ correctly.  
[As per Rule 49.]
3. The following registers and records required to be maintained under the Act or the Rules were not produced on demand, [As per Rule 53(4).]
  - (a)
  - (b)

### **PERTAINING TO WELFARE AND HEALTH**

1. The Principal Employer failed to provide at all/failed to provide within time limit following prescribed welfare amenities which the Contractor Shri/M/s \_\_\_\_\_ engaged in the work of \_\_\_\_\_ failed to provide originally.[As per Rule 46 read with section 18 of the Act.]
2. The Principal Employer failed to provide at all/failed to provide within time limit Displacement Allowance amounting to Rs. \_\_\_\_\_ which the Contractor Shri/M/s \_\_\_\_\_ Engaged in the work of \_\_\_\_\_ failed to provide originally [As per Rule 46 read with section 14 of the Act.]
3. The Principal Employer failed to provide at all/failed to provide within time limit Journey Allowance amounting to Rs. \_\_\_\_\_ Which the Contractor Shri/M/s \_\_\_\_\_ engaged in the work of \_\_\_\_\_ failed to provide originally [As per Rule 46 read with section 15 of the Act.]
4. The Principal Employer failed to provide at all/failed to provide within time limit the facility of rest room which the Contractor Shri/M/s \_\_\_\_\_ Engaged in the work of \_\_\_\_\_ failed to provide originally as per Rule 40(1). [As per Rule 40(2)]
5. The Principal Employer failed to provide at all/failed to provide within time limit the facility of residential accommodation which the Contractor Shri/M/s \_\_\_\_\_ Engaged in the work of \_\_\_\_\_ failed to provide originally as per the specifications given in Rule 45(1), (2), (3), (4). [As per Rule 45(5)]

**MEDICAL FACILITIES**

1. The Principal Employer failed to provide at all/failed to provide within time limit following prescribed health amenities which the Contractor Shri/M/S \_\_\_\_\_ Engaged in the work of \_\_\_\_\_ failed to provide originally as per section 16 of the Act. [As per Rule 37 read with section 18.]

**PERTAINING TO SAFETY ORGANISATION AND SAFETY**

1. Protective clothing not provided. [As per Rule 38 read with section 18.]

**PERTAINING TO WORKING CONDITION**

1. The particulars regarding recruitment and employment of Migrant workmen were not submitted in form X. [As per Rule 21 with section 12(1) (a).]
2. A pass -book affixed with a passport size photograph of the workmen and indicating the other particulars as required under Section 12(1)(b) read with Rule 23(1) was not issued to the migrant workmen.[ As per rule 23(1) read with Section 12(I)(b).]
3. Holidays, hours of work including extra wages for overtime work done and other conditions of service of migrant workman is in the following manner less favorable than those obtaining in the establishment or in similar employment in the area in which the establishment is located.[ As per Rule 36 ]

**SERVICE CERTIFICATE**

1. The following Migrant workmen were not issued service certificate in form XIV at though their service were terminated [As per Section 16 & Rule 50]

**Other irregularities**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_